Instructions for Facilities to Verify a Nurse Aide on the Website

(as of 02-04-05)

These instructions are designed for Nebraska facilities that want to check Nurse Aides on the Nebraska Nurse Aide Registry. (Nurse Aides who want to check on themselves can use the same procedure except they should click on "General License Information" rather than "Examination Information" as we do not give the ID and password to Nurse Aides. Disregard any references to exam information in these instructions. If your last test date is more than two years old and you want to check on employment shown on the Registry, you will need to contact the Registry at 402-471-0537.)

Nurse Aides on the Nebraska Nurse Aide Registry can be checked on our website **www.hhs.state.ne.us/lis/lisindex.htm** by the following procedure.

1. The License Information System screen will come up. Scroll down to the paragraph where "Examination Information" is underlined. **Click on "Examination Information".** It will bring up a Username and Password screen. **If you do not have the Username and Password, please contact the Nurse Aide Registry so we can give it to you.** This website will give you the exam information in addition to all of the information on the regular public version of the website.

2. **Change the License Status to "All". Enter the first and last name of the aide or the registry number.** You may leave the Profession as "All", but if you change it to "Nursing Support", it will respond much faster. The License Type should be Nurse Aide. You can now search by other criteria if desired. You do not need to complete City, County, or Zip unless you are searching by that field. Scroll down to see instructions on the bottom of the screen.

3. A list will appear on the screen of all those people on the system under that name and profession/license type**. Move the cursor over the person's name (it will become underlined) and click on it to view the aide's record.**

4. Since many times there can be more than one person with the same first and last name and because Social Security Numbers do not appear on our website, we encourage you to **check the Date of Birth or some other identifying information to verify this is the correct person**. If you are not sure, please contact our office so we can look it up by Social Security Number.

5. **Check the Nurse Aide Exam information to see if the aide has tested within the last two years.** Normally Nurse Aide Exams appear as "pass--Comp Eval-Written" and "pass--Comp Eval-Clinical". Nurse Aides must pass both exams. If they have retested, they may have more than one set of exams listed.

6. **Check the Discipline information to make sure there is not abuse, neglect, misappropriation, or conviction listed.** If there is something listed in this field, this aide is not eligible to work in a certified nursing home or LTC facility. If it is a conviction, the aide is not eligible to work in any state-regulated nursing facility. You may obtain additional information about disciplinary action by calling the Registry at 402-471-0537.

7. If the exam information is current and there is nothing in Discipline, you **may print out the information** for the aide's file. This aide is current and okay to work in a certified nursing facility. As long as there is a Nurse Exam exam passed within the last two years, you can do a screenprint from the website as verification for the aide's file. **You do not**

need to obtain a Registry Letter for those aides with exam dates within two years. There is a new feature on the website to generate an official verification of the license if you prefer to use it instead of just a screenprint. You will need to scroll down just below the Disciplinary Information. Click on "Generate a verification of this license". It will bring up a verification on official letterhead with a seal for you to print out.

8. **<u>If there is no exam information within the last two years, you should contact our office to verify that the aide's employment history is current and obtain a Registry Letter for the aide's file.</u> We do not recommend that you trust an "Active" status or try to interpret the "Date This Status" as meaning that the aide has current employment history if the exam information is more than two years old.** Our database has not been reliable in changing the status correctly. When you contact our office, we will verify the employment and send you a Registry Letter to place in the aide's file showing that he/she was current as of the date you called. You may contact us by telephone, by fax, or by e-mail. If you use e-mail, please do <u>not</u> include Social Security Numbers as we do not have a secure site. Registry Phone Number 402-471-0537; Fax Number 402-471-1066; E-Mail Address: wanda.wiese@hhss.ne.gov

9. **If you hire the aide, be sure to send a Nurse Aide Registry Form to the Registry to update his/her employment history on the Registry. Also send us a Termination Form for any aides that leave your employment.**

Tips:

1. If you are not able to find an aide by the current last name, check under any previous last names.

2. For names like Mc Donald, O'Rourke, or St. John, if you are not able to find the aide, you may want to try with or without a space, apostrophe, or period.

3. If you are not sure how the name is spelled, you may put in just the first few letters with an * and the system will bring up a list of all that start with those letters.

4. If the exam does not show "pass--Comp Eval-Written" or "pass--Comp Eval-Clinical", you will need to call our office to verify the Registry status. All exams for all professional licenses that a person holds could be shown under Exam information.

5. An aide who fails either the written exam or the clinical exam three times must retake the 75-hour course and then retest.

6. If an aide is showing a "Lapsed" status, it could be because the Registry does not have all of the aide's employment history. If there is a two-year gap in employment history as a Nurse Aide as shown on Registry records, the status will show Lapsed. There is not a reliable way to know what the last date of employment is by looking at the Status or Reason This Status or Date This Status fields. Many times the date and status are not correct. We recommend that you verify the last date of employment with the Registry. If the aide has worked performing nurse aide duties for pay since the last date of employment shown on the Registry, the aide could request an Employment Verification Form (EVF) from the employer(s) to update our records. These EVF's can be faxed (as long as the Notary Seal is visible on the fax) or sent to our office. They are normally processed the same day they are received.